

# CHARTER OAK STATE COLLEGE

## Job Opportunity Academic Counselor

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE!

Open to: The Public  
Location: 55 Paul Manafort Drive, New Britain, CT  
Salary: \$60,178  
Closing date: December 13, 2015

**Position Summary:** The Academic Counselor, as the chief facilitator of student progress in a distance learning environment, manages a caseload of Health and Behavioral Sciences students using independent judgement based on adult development and learning theory and knowledge of a wide range of learning opportunities, including an understanding of current trends in specific academic subjects.

**Position Responsibilities:** Manages caseload of Health and Behavioral Sciences students using independent judgment and problem solving skills. Develops and drafts plans of study for non-enrolled students. Communicates with students using a variety of modalities. Supports retention and academic success by fostering appropriate interpersonal relationships with students. Collaborates with faculty and acts as student advocate in developing and refining individual student academic plans of study. Works through the Director, Academic Services to advocate for students regarding the development of new academic programs and advising policies and processes. Coordinates special projects. Maintains the standards of confidentiality as established by NACADA and FERPA. Develops informational resources for students, including worksheets and handbooks. Maintains current knowledge of professional issues. Performs other duties as assigned.

**Eligibility requirements:** Master's degree and a minimum of three (3) years of relevant experience in higher education; significant experience with adult students and distance learning; considerable ability in analyzing, synthesizing and interpreting academic data; excellent interpersonal and communication skills; extensive knowledge of current adult development and learning theory and the ability to recognize and be sensitive to the needs of adult learners; understanding of the liberal arts and in-depth knowledge in one or more disciplines; and competency in computer applications. A background/major in psychology required and college-level teaching experience preferred.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by December 13, 2015 at [www.charteroak.edu/AboutUs/Employment](http://www.charteroak.edu/AboutUs/Employment). No phone calls please.

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.